

 NORFOLK Department of Police		Administrative General Order – ADM-360: Promotional Process	
		Office of Preparation: Office of Support Services (mcs)	
		CALEA: 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6	
LEGAL REVIEW DATE:	2-13-18	PRESCRIBED DATE:	3 8 18
City Attorney:	Jack E. Clow	City Manager/Director of Public Safety:	Douglas J. Smith
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		C. Boone	

Purpose:

This directive provides general information about the promotional process which insures uniformity in selection of candidates to fill vacancies and promotions within the department under the City Charter and Code and the Rules of the Civil Service Commission. For specific promotional processes, details will be disseminated according to procedures described herein.

Policy:

The process of the Norfolk Department of Police for appointment and promotion is governed by provisions of State and local law, including the City Charter and Code, the Civil Service Commission Rules, and Federal, constitutional, statutory and regulatory provisions concerning discrimination and Equal Employment Opportunity as stated in the City of Norfolk Policy and Administrative Regulations for city employment. The Rules of the Civil Service Commission are amended from time to time. In the case of discrepancies between this order and the Rules, the Rules shall prevail.

Supersedes:

1. G.O. ADM-360: Promotional Process, dated June 21, 2017
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Administration
- II. Elements Used for Promotion
- III. Departmental Role
- IV. Eligibility
- V. Appointment

I. Administration (CALEA 34.1.1)

- A. Appointments and promotions are conducted under the jurisdiction of the City of Norfolk Civil Service Commission (CSC) or its agents, which retains sole and independent authority for administering the promotional process including review of the results for each element of the process.
- B. The City's Human Resources (HR) Department forwards requests for vacancies to be filled by the promotional process to the CSC which grants approval to set up and conduct promotional examinations.
 - 1. The CSC and/or its agents appoints an HR representative and retains, pursuant to standard procurement practices and by written contract, an outside firm to conduct and assess promotional examinations. The HR representative assists the firm.
 - 2. As requested, the Norfolk Department of Police Personnel Division assists the HR representative who reports to the Head of the HR Department and the CSC or its agents.
- C. Completion of the competitive promotional examination process results in an eligibility list certified by the CSC for specified vacancies. The Chief of Police acts as the recommending authority, identifying candidates for promotion from the certified list of top candidates created from the overall eligibility list. The City Manager makes all appointments.

II. Elements Used for Promotion (CALEA 34.1.3)

CSC rules base promotions upon educational requirements, service in grade, competitive examinations, and records of efficiency, character, conduct and points for seniority. It ensures that all elements used are job related.

III. Departmental Role (CALEA 34.1.1, 34.1.2)

- A. The Personnel Section complies with any requests of the CSC or its agents to assist in the promotional process. Its main role in this process is to provide notification of sworn promotional examinations and provide subject matter experts for review of all promotional written and assessment center exercises.
- B. Under the Police Chief's signature, the Personnel Section will advise all commands by memo that promotional examinations will take place and transmit all applicable related information. Memos will cover the following: (CALEA 34.1.4)
 - 1. Information to Applicants:
 - a. All Norfolk Department of Police staff will be notified of all dates related to promotional exams and applications, as well as eligibility

requirements by rank and classification and all other requirements such as educational level, transcripts etc. as applicable, to be disseminated by memo.

- b. Because each promotional process has different criteria, memos with complete details and specific information shall be sent out for each promotional process mandated by the Chief of Police.

2. Promotional Study Materials when applicable.

IV. Eligibility

A. Requirements by Rank/Classification (CALEA 34.1.5c)

Minimum promotional eligibility requirements are listed in applicable HR classification specifications for each job title. Other requirements related to the application process are included in the notification by Personnel Division as outlined in Section III. B.

B. Ranking Eligible Employees (CALEA 34.1.5.b)

The CSC certifies the number of names of competitors to be entered on eligible lists. The number is governed by anticipated need in each classification for a given period as established by the CSC.

1. The CSC certifies names of five eligible candidates standing highest on a list.
2. Names are entered in the order of total score and then seniority based on a longevity point system.
3. The minimum passing formal examination score necessary for eligibility is established by the CSC before it is aware of the identity or score of any candidate.
4. The life of an eligible list is limited to a maximum of two years. However, the CSC may at any time abolish the existing list with the discretion of including eligible candidates from previous lists to the top of the new list. The CSC is the final authority of which names are included. (CALEA 34.1.5.d)
5. After a final eligible list has been certified, each competitor is notified of the result of his/her examination and relative standing on the list.

V. Appointment (CALEA 34.1.5.e)

- A. Eligible candidates may be notified to report for an interview with the Chief of Police.
- B. Candidates receiving disciplinary action greater than two Letters of Reprimand within the last twelve (12) months are not eligible for promotion for a period of six months.
- C. The Chief of Police makes recommendations to the Director of Public Safety to fill vacancies in the competitive class from the eligibility lists for which the CSC certified the names of eligible candidates standing highest on promotional examinations. The City Manager makes all appointments.
- D. Promotions are enacted according to CSC regulations and procedures.
- E. Newly promoted employees are on probation for a period of twelve (12) months. From the time of promotion during the period of probation, the employee may be discharged or reduced at the will of the City Manager. Upon completion of the probationary period, the supervisor of the promoted employee will complete a letter acknowledging the completion of the probationary period. (CALEA 34.1.6)

Attachment:

Sample of Completion of Probation Letter for All Ranks



THE CITY OF
NORFOLK
POLICE DEPARTMENT

MEMORANDUM

TO: Chief of Police

FROM: Bureau Chief/Captain/Lieutenant/Sergeant

COPIES TO: Office of Support Services

SUBJECT: Completion of First Year Probationary Status

DATE: May 1, 2018

Officer/Corporal/Sergeant/Lieutenant/Captain (sworn officer's name) has completed his (or her) one year of probationary status. During this time, Officer/Corporal/Sergeant/Lieutenant/Captain (sworn officer's name) has satisfactorily demonstrated the knowledge, skills, and abilities required to perform his (or her) assigned duties. Officer/Corporal/Sergeant/Lieutenant/Captain (sworn officer's name) has had no discipline during this entire probationary period.

I recommend, effective immediately, Officer/Corporal/Sergeant/Lieutenant/Captain (sworn officer's name) be released from probationary status.

Respectfully submitted,

Sample of Completion
of Probation Letter
for All Ranks